

# Supplier Evaluation Scorecard

A weighted scoring sheet for qualifying industrial suppliers and equipment manufacturers. Score each criterion 1–5 (1 = no evidence, 5 = documented and verified), multiply by the weight, and require documentary evidence for any score of 4 or 5. Compare suppliers on the weighted total, not on price alone.

|                            |  |               |  |
|----------------------------|--|---------------|--|
| <b>Project / package:</b>  |  | <b>Buyer:</b> |  |
| <b>Supplier evaluated:</b> |  | <b>Date:</b>  |  |

## 1. Weighted scoring sheet

| Criterion                                           | Weight      | What to verify                                                                                                  | Score 1–5 | Weighted |
|-----------------------------------------------------|-------------|-----------------------------------------------------------------------------------------------------------------|-----------|----------|
| <b>Technical capability &amp; specification fit</b> | 20%         | Proven equivalent scope; drawings, capacity data and compliance with your specification, not a brochure.        |           |          |
| <b>Quality system &amp; certification</b>           | 15%         | ISO 9001 (scope and expiry), CE / UL / ASME as applicable, welding and material certification, inspection plan. |           |          |
| <b>Delivery &amp; schedule reliability</b>          | 13%         | On-time record on comparable orders, current shop load, named critical-path items and lead-time evidence.       |           |          |
| <b>Commercial terms &amp; total cost</b>            | 13%         | Landed cost with freight, duties, spares and commissioning; payment terms, currency and price validity.         |           |          |
| <b>Financial standing &amp; continuity</b>          | 10%         | Audited accounts, credit rating, order book concentration, ability to carry the cash cycle of your order.       |           |          |
| <b>After-sales, spares &amp; service</b>            | 10%         | Response time commitment, spares stocking and lead time, local service presence, training scope.                |           |          |
| <b>Health, safety &amp; ESG compliance</b>          | 9%          | Safety record, labour and environmental compliance, conflict-mineral and sanctions screening.                   |           |          |
| <b>References &amp; reputation</b>                  | 10%         | Three contactable references with comparable scope; site visit or FAT evidence from a prior project.            |           |          |
| <b>Weighted total (max 5.00)</b>                    | <b>100%</b> |                                                                                                                 |           |          |

Decision guide: 4.00+ award-ready · 3.00–3.99 award with corrective actions · below 3.00 do not shortlist.

## 2. Supplier RFI question list

|                                                                                                           |
|-----------------------------------------------------------------------------------------------------------|
| 1. List three completed orders of comparable scope in the last 36 months, with contactable references.    |
| 2. Which parts of the scope do you manufacture in-house and which do you subcontract, and to whom?        |
| 3. Provide your ISO 9001 certificate, its exact scope and expiry, plus applicable product certifications. |
| 4. What is your current shop load and the realistic lead time for our quantity from order confirmation?   |
| 5. What is your on-time delivery performance over the last 12 months, and how is it measured?             |
| 6. Provide your inspection and test plan, and confirm FAT scope, location and witness rights.             |
| 7. What is your warranty period, what does it exclude, and how are warranty claims processed?             |
| 8. Which spare parts are stocked, at what location, and what is the emergency delivery lead time?         |

- |                                                                                                  |
|--------------------------------------------------------------------------------------------------|
| 9. State your payment terms, price validity, currency, and any indexation on raw materials.      |
| 10. Provide your latest audited financial statements and confirm insurance and liability limits. |
| 11. Describe your HSE record and any environmental, labour or sanctions compliance findings.     |
| 12. Who is the named project manager for our order, and what is the escalation path?             |

### 3. Disqualifying red flags

- |                                                                                                                        |
|------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Quotation arrives without a line-by-line response to your specification.                      |
| <input type="checkbox"/> No contactable reference with comparable scope, or references only from related companies.    |
| <input type="checkbox"/> Certificates supplied as logos or screenshots rather than certificates with scope and expiry. |
| <input type="checkbox"/> Lead time quoted without reference to current shop load or critical-path components.          |
| <input type="checkbox"/> Refusal of a witnessed factory acceptance test or of a pre-award site visit.                  |
| <input type="checkbox"/> Price materially below the field with no explainable engineering or cost reason.              |
| <input type="checkbox"/> Payment terms demanding a large advance with no bank guarantee or performance bond offered.   |
| <input type="checkbox"/> Single-owner dependency, opaque ownership, or unwillingness to share financial statements.    |

### 4. Award recommendation

|                                |  |
|--------------------------------|--|
| <b>Recommended supplier</b>    |  |
| <b>Weighted score</b>          |  |
| <b>Conditions before award</b> |  |
| <b>Approved by / date</b>      |  |

Global B2B Group is a buyer-side procurement platform. Sourcing, RFQ management and bid comparison are free for buyers and we take no supplier commissions.